

Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference: CS-6910	Effective Date:	Index Reference: Employment Lists: Subclass Codes	Regulation Number: 3.18
Issuing Bureau: Human Resource Services	Rule Reference: Rules 3-1.1, 3-1.2, 3-3.1, 3-4.3, 4-1.2, and 4-1.4		Replaces: Reg. 3.18 (CS-6778, July 25, 1995)
Subject: SUBCLASS CODE ESTABLISHMENT AND ASSIGNMENT			

AUTHORITY

The Michigan Constitution of 1963, Article XI, Section 5, states in part:

The commission shall classify all positions in the classified service according to their respective duties and responsibilities . . . determine by competitive examination and performance exclusively on the basis of merit, efficiency and fitness the qualifications of all candidates for positions in the classified service, make rules and regulations covering all personnel transactions, and regulate all conditions of employment in the classified service.

RULE REFERENCE

Chapter 3 of the *Michigan Civil Service Commission Rules* establishes the basis for certification, referral, and appointment of applicants in the classified service. Chapter 4 of the rules provides the basis for position establishment and classification.

Rule 3-1.1 Appointment means the act of an appointing authority employing a properly certified person in a specific position in the classified service.

Rule 3-1.2 Certification means the process whereby (1) the department of civil service or its authorized agent refers the names of qualified candidates to an appointing authority and (2) the department of civil service approves the subsequent appointment of a candidate by the appointing authority.

Rule 3-3.1 Employment Lists. — The department of civil service shall establish and maintain employment lists. The department of civil service may divide employment lists by geographic area, organizational unit, occupational specialty, type of appointment, or other criteria. The state personnel director shall issue regulations for the duration and use of employment lists.

Rule 3-4.3 Selective Certification. — *If the department of civil service has established selective certification requirements for a position, the appointing authority shall appoint only a candidate who meets the selective certification requirements.*

Rule 4-1.2 Allocation. — *All positions established in the classified service shall be reviewed for purposes of determining their appropriate allocations.*

Rule 4-1.4 Classification Plan. — *The commission shall authorize an official classification plan for all positions in the classified service, which shall be administered by the department of civil service.*

(a) **Allocation.** *Every position established shall be allocated in accordance with the official classification plan.*

DEFINITION OF TERMS

Subclass Code is an alphabetical or alphanumeric code used to: (1) identify a subgroup of positions within the scope of a particular classification; and (2) identify candidates who possess the credentials necessary to perform the essential duties of a subclass which distinguish a subgroup of positions from other positions in the same classification. Subclass codes differ from selective certification in that they identify groups of positions within classifications.

Selective Certification is a position-specific narrowing of classification requirements.

PURPOSE

This regulation establishes standards, areas of responsibility, and procedures for requesting, establishing, abolishing, and assigning subclass codes to positions and employment list records.

STANDARDS

1. An identifiable subgroup of positions must exist. The job duties must require more specialized qualifications than those published on the class specification. The duties must be essential to positions within the subgroup and necessary at job entry. The subclass code definition must describe qualifications for which there is a recognized applicant pool.
2. The Department of Civil Service Bureau of Human Resource Services will establish, abolish, and revise subclass codes and their definitions. Requests to establish, abolish, or revise subclasses may be initiated by appointing authorities

or Civil Service staff. Appointing authorities will have the opportunity to review and comment on subclass codes to be established, abolished, and revised, including the definition, before implementation.

3. The approval of subclass codes for a position will not preclude further narrowing of the requirements through selective certification, when appropriate. (See Regulation 3.05, “Selective Certification for Position-Specific Qualifications,” for standards on selective certification.)
4. The efficiency or accuracy of the person-to-job match must be enhanced by the establishment of the subclass code. A position may be assigned up to five subclass codes. A person’s employment list record for a particular classification may be assigned up to fifteen subclass codes. If a position is assigned one subclass code, the candidate selected to fill it must be assigned the same subclass code. If a position is assigned more than one subclass code, the candidate selected must be assigned at least one of those codes.
5. When a reduction in force (RIF) affects a subclass-coded position, the subclass code criteria shall be applied. Only employees who possess the credentials necessary for the subclass may exercise employment preference into the subclass-coded position. Subclass code qualification must be determined for all persons in whose bump chain the position appears. Subclass codes must be in place 70 calendar days prior to the notice date of layoff. (See Regulation 2.01, “Implementing a Reduction in Force for Non-Exclusively Represented Employees.”)
6. Subclass code additions, deletions, and revisions will be communicated in the “Established and Abolished Class Report,” published monthly. The Bureau will maintain records on all subclass-coded positions, candidates, and classifications, including a directory of all subclass codes.
7. Subclass codes may be assigned when a position is established or at any other time, except during a reduction in force (Standard 5 above). Appointing authorities must provide supporting rationale for requesting addition or removal of subclass codes from specific positions.
8. Subclass codes will be assigned to individuals’ employment list records based on published definitions. Subclass codes may be added to, or removed from, employment list records based on changes in individual qualifications or qualification standards.
9. An individual must first possess the minimum qualifications for the associated classification to receive a subclass code for his/her qualifications.

	Regulation 3.18: Subclass Code Establishment and Assignment	Page 4 of 5
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PROCEDURES

Establishment, Abolishment, and Revision of Subclass Codes:

Responsibility

Action

Agency or Bureau of Human
Resource Services (Bureau)

1. Identifies a subgroup of positions within a classification that requires a unique, specialized qualification or identifies an existing subclass that should be abolished or revised.
2. Requests, in writing, establishment of a new code, revision to, or abolishment of, an existing code, and provides supporting rationale.

Bureau

3. Reviews request for subclass establishment, abolishment, or revision. Makes determination and notifies user agencies.

Agency

4. Reviews and comments on proposed subclass code establishment, abolishment, or revision.

Bureau

5. Reviews agency comments and makes appropriate adjustments to subclass code.
6. Includes subclass code establishments, abolishments, and revisions in monthly "Established and Abolished Class Report."
7. Makes appropriate adjustments to individual employment list records and notifies affected applicants.
8. Updates subclass code listing to reflect subclass code changes.

Assignment of Subclass Codes and Removal of Subclass Codes From Positions:

Responsibility

Action

Agency or Bureau

1. Completes "Position Action Request" (CS-129) form, requesting addition or removal of subclass code(s) from a position, with supporting rationale.

Bureau

2. Reviews CS-129 and makes determination regarding appropriateness of adding or removing requested code(s).

PROCEDURES (CONT.)

Bureau (Cont.)

3. Completes CS-129 notifying agency of determination.

Assignment of Subclass Codes to Employment List Records:

	<i>Regulation 3.18: Subclass Code Establishment and Assignment</i>	<i>Page 5 of 5</i>
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Responsibility

Action

Bureau

1. Maintains current list of subclass code qualification standards and definitions.
2. Assigns subclass codes to individual employment list records during credential review, based on information provided by the applicant.

Agency and Applicants

3. May request addition of subclass codes to individual list records by contacting, in writing, the appropriate Bureau component manager, with supporting rationale.

Bureau

4. Makes determination regarding individual qualifications and notifies requester.

CONTACT PERSONS

Questions concerning subclass codes for positions and employment list records should be directed to the Bureau of Human Resource Services Group Leader responsible for providing services to the agency: George Minerick (517) 373-3065; Carol Mowitz, (517) 373-3040; or Duane Lewis, (313) 256-3692.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.